

**CLASS TITLE: INSTITUTION ATTENDANT**

**Class Code: 02152200**  
**Pay Grade: 11A**  
**EO Code: E**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To perform a variety of duties involved in the care, custody and treatment of persons physically or mentally ill admitted or committed to a state institution; or, to perform a variety of duties in a program for the care, custody, guidance and development of the mentally retarded; to perform routine custodial and related work in and about the buildings and grounds of a state institution; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the supervision of a superior from whom work assignments of a routine nature are merely outlined with specific instructions given on each new or unusual assignment; may be under the supervision of an employee of equal rank, when such an employee is responsible for the work being performed in other than usual quarters; work is subject to review in process and upon completion for compliance with accepted institutional standards.

**SUPERVISION EXERCISED:** May supervise patients, inmate helpers, or residents; or on occasion may supervise other attendants while assigned specific responsibilities.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To perform a variety of duties involved in the care, custody and treatment of persons admitted or committed to a state institution; to perform a variety of duties in a program of care, custody, guidance and development of the mentally retarded; to perform routine custodial and related work in and about the buildings and grounds of a state institution.

To take and record the temperature, pulse and respirations of patients at prescribed intervals.

To assist registered nurses and/or practical nurses in administering minor treatments, medications and to be responsible for changing simple dressings.

To lift helpless patients on and off stretchers and beds and into and out of a variety of specialized equipment.

To report unusual occurrences, irregularities and accidents to a superior.

To make regular rounds during an assigned shift, arousing patients when required, noting unusual patient or inmate behavioral patterns.

To assist in the preparation of bodies of deceased patients or inmates for delivery to the morgue or to an undertaking establishment.

To arouse, bathe, dress and groom patients or to prepare patients for bed.

To antiseptically clean toilets, bedpans and other equipment utilized in the care and treatment of patients, inmates or residents.

To exercise patients or inmates and to escort them to and from operating rooms, clinics and other locations as may be required.

To participate in the food service to patients at mealtimes, feeding patients who require such service.

To supervise and work with patients, inmates or other institutional residents engaged in sweeping, mopping and polishing floors, making beds and similar routine work.

To supervise a variety of recreational or therapeutical activities of patients, including instruction in simple handicrafts.

As required to supervise patients or inmates engaged in routine building and grounds maintenance, factory operations, or farm work in which the use of simple tools or the operation of simple machinery may be necessary.

To do related work as required.

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A familiarity with the practices involved in patient care, including those relating to first aid, housekeeping and personal needs; a familiarity with the practices involved in the care and custody of persons admitted or committed to a state institution for care and treatment; the ability to participate in care and development programs for the mentally retarded; the ability to learn and to perform a variety of routine hospital tasks involved in the care and custody of such persons; the ability to understand and carry out simple oral and written instructions; and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

Education: Sufficient to insure ability to read, write and speak English; and

Experience: Such as may have been gained through: employment involving the opportunity to gain a familiarity with routine hospital or institutional procedures.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

**SPECIAL REQUIREMENT:** At the time of appointment must be physically qualified to perform assigned duties as evidenced by a physician's certificate.

Class Revised: April 27, 1986

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